

**ACCT 370 Section 01**  
**Accounting for Governmental and Not-for-Profit Entities [3 Units]**  
**Spring 2023**  
**California State University, East Bay**

ABOUT THE INSTRUCTOR

Instructor: Jing-Wen Yang

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Office Phone: 510-885-7178

Office Hours:

Tuesday (11-12 noon) and Thursday (12-1 p.m.) or by appointment  
(VBT 436 or access through “**Office Hours and Virtual Classroom**” tab in Blackboard)

CLASS INFORMATION

**Class Meeting Time:** TTH 1:15 p.m. to 2:30 p.m.

**Class Format/Location:** In-person in MI-2038

**Class Recording:**

Each class lecture will be recorded via Zoom and posted by the end of day of lecture on Blackboard.  
These recordings are provided for the sake of reviewing class materials.

**Class Attendance:**

Students are expected to attend the class in person to maximize the effectiveness of learning.  
Attendance/active participation in class is considered as part of grade.

COURSE DESCRIPTION AND OBJECTIVES

The main purpose of this course is to provide students with a broad yet in-depth introduction to the accounting issues associated with governmental (including local and state) and not-for-profit entities. Throughout this course, students will gain essential knowledge to prepare them for the CPA exam or the certified government financial manager (CGFM) exam as well as a career in public sector.

Upon successful completion of the course, a student will be able to:

- Explain the differences in measurement focus and basis of accounting between governmental entities and for-profit businesses.
- List fund categories for state and local governments and indicate the measurement focus, basis of accounting, and financial reporting of each fund.
- Describe budgetary accounting within state and local governments, including recording legally adopted budget and encumbrance.
- Record revenue and expenditure transactions in governmental funds for state and local governments.
- Explain the nature and contents of a Comprehensive Annual Financial Report (CAFR).
- Prepare the adjustment needed to derive government-wide financial statements from fund financial statement data.
- Describe the content of financial statements for not-for-profit entities.
- Describe the accounting for revenues and expenses for not-for-profit entities.
- Analyze financial statements for state and local governments and not-for-profit entities.

PREREQUISITES

Completion of ACCT 312 with grade C or better.

## COURSE MATERIALS

- **Required: Connect**, Reck, Lowensohn, and Neely, Accounting for Governmental & Nonprofit Entities (19<sup>th</sup> edition), McGraw-Hill Irwin, 2021. ISBN: 9781264429578. Connect access code allows access to homework, Smart Book, i.e., electronic version of textbook, and extra learning resources.
  - By enrolling in this class you have been automatically signed up for the Immediate Access program. This means that your required course materials have been provided via blackboard at a substantial discount. A charge for this material will be added to your student account within the first 30 days of the term.
  - **You will be automatically charged unless you manually opt-out by February 3<sup>rd</sup>, 2023**
  - You may opt out until the deadline above, but not after. Once you've opted out you will not be charged, but you will be responsible for purchasing the required materials on your own. If desired you can find the opt-out link by locating the email from [noreply@follett.com](mailto:noreply@follett.com) ; this can be found in your Horizon email account.
- **Loose-leaf textbook.** ISBN: 9781266209031. Sold at an additional cost at Pioneer Bookstore.
- **A non-graphing and non-financial calculator.**
- **Scantron form** (No. 882-E, available at the Pioneer Bookstore) to be used in the tests/exam.

## COURSE PROCEEDING & COURTESY

- I will use PowerPoint slides, EXCEL spreadsheet as well as a document camera with whiteboard to illustrate the concepts in each topic. It would be easy to keep pace with the lecture by **having a copy of PowerPoint slides on a different device during the class**. I also encourage you to take note of lecture to boost your muscle memory.
- Some polling/Kahoot questions or work problems may be given irregularly during class session. To be able to actively involve in class discussion, preview the chapter or PowerPoint slides would help.
- Since the pace of the class runs fast, **do not fall behind! It would be difficult to catch up!**
- **Usage of cellular phone or electronic device for other-than-classroom purposes is prohibited!**
- Students are required to remain in class for the entire period; **leaving class early is treated the same as missing the class**. If you have to miss the class, it is highly recommended to secure notes from a fellow classmate. Since important announcements are usually made at the beginning of class, **attend the class on time**.

## COMMUNICATION

If you would like to speak to me virtually during the office hours (use "Office Hours" Zoom link for this purpose), send me an email first. I will let you know an approximate time to come by to avoid a long wait. If you cannot make to the office hours, we can also communicate through email, or if needed, we can arrange a time outside office hours to meet.

For all emails sent, **please include "ACCT 370 section 01" and "a brief description of your issue" in the subject line**. Emails without the appropriate subject line may not be answered.

The email will be answered in the order received. I will try to reply as soon as I can during week days. During the weekend or if it is a longer question/complicated issue, you should expect a longer response time.

## GRADING POLICY

Your final grade will be determined based on the following:

|                                  |            |             |
|----------------------------------|------------|-------------|
| Homework (Connect)               | 100 points | 10%         |
| Homework (SmartBook)             | 100 points | 5%          |
| Homework (Gleim Assessment Quiz) | 100 points | 5%          |
| Individual Project               | 100 points | 10%         |
| In-class Projects                | 100 points | 10%         |
| Test #1 (Chapters 1-4)           | 100 points | 15%         |
| Test #2 (Chapters 5-9)           | 100 points | 15%         |
| Final Exam (Chapters 3-9 and 14) | 100 points | 25%         |
| Participation and others         |            | 5%          |
| Total                            |            | <u>100%</u> |

Typically, your final letter grade will be given according to the following:

|            |    |             |   |            |    |
|------------|----|-------------|---|------------|----|
|            |    | 95.0-100.0% | A | 90.0-94.9% | A- |
| 86.5-89.9% | B+ | 82.5-86.4%  | B | 79.5-82.4% | B- |
| 76.5-79.4% | C+ | 72.5-76.4%  | C | 69.5-72.4% | C- |
| 65.0-69.4% | D+ | 59.6-64.9%  | D | < 59.5%    | F  |

**Extra credit work will be kept at the minimum.**

**Note that I do not tolerate any violation of academic integrity in any assignment, quiz or examination.**

Any violation will either result in a zero or a reduction in total point for the assignment/test. Find more information about academic dishonesty on <https://www.csueastbay.edu/aps/academic-policies/academic-dishonesty.html>

Academic dishonesty includes, but is not limited to:

- cheating, which includes possessing unauthorized sources of information during examinations, copying the work of others, permitting others to copy your work, submitting work done by others, completing assignments for others, altering work after grading and subsequently submitting it for re-grading, submitting the same work for two or more classes without the permission of all instructors involved, or retaining materials that you have been instructed to return to your instructor;
- plagiarism, which includes taking the words, ideas, or substance of another and either copying or paraphrasing the work without giving credit to the source through appropriate use of footnotes, quotation marks, or reference citations;
- providing materials to another with knowledge they will be improperly used;
- possessing another's work without permission;
- selling, purchasing, or trading materials for class assignments (includes purchasing term papers via the World Wide Web);
- altering the work of another.

### HOMEWORK (Connect) (10%)

You will need to finish this portion of assignment through Connect. **The due dates fall on Fridays.** The due time is 11:59 p.m. Note there will be no late submission allowed.

Before the assignment is due, you will have two attempts to accomplish it. You are allowed 10 uses of "check my work" per question. You will be able to see detailed feedback after each attempt or after you receive 100% from the question. Depending on the work involved in each question, the points awarded vary. There will be 10 assignments with 100 points in total. They determine 10% of your final grade.

### HOMEWORK (SmartBook) (5%)

You will need to finish this portion of assignment through Connect. **The due dates fall on Fridays.** The due time is 11:59 p.m. Note there will be no late submission allowed.

Each SmartBook assignment has 5, 10 or 15 points. They total up to 100 points, which determine 5% of your final grade.

### HOMEWORK (GLEIM ASSESSMENT QUIZ) (5%)

- You will complete this part of assignment through Gleim assessment quiz website ([https://www.gleim.com/?promoID=PLED-CSUEB-SPR\(23\)-ACCT-370](https://www.gleim.com/?promoID=PLED-CSUEB-SPR(23)-ACCT-370)). Each quiz is set up to finish within 2 hours, without finishing in one setting. Allowed in each quiz is three attempts to finish. The first attempt is for grading purpose while the rest of attempts are for practice purpose. The answers and explanations are made available after submission.
- In total there are more than 300 questions assigned. With each question answered correctly, you earn 1 point towards this assignment. The maximum points you will need from this type of homework will be 100 points. Due time for the quiz will be on **at 12:00 noon on the day of tests/final exam.**

Please refer to the information on page 5 for details about how to access.

### INDIVIDUAL PROJECT (10%)

The project consists of two parts: Part one will require you use a copy of Comprehensive Annual Financial Report (CAFR) of a general purpose government to answer several questions; part two will involve analyzing a financial data set for the not-for-profit sector and answering some questions.

To finish part one, you would choose a city/county you want to work on. Ideally it should contain most of the governmental funds, both of the proprietary funds, and most of the fiduciary funds. The content of questions will span over several different topics, mainly from chapters 2-9. The answers should be concise but to the points. Simply answering “yes” or “no” would not help with the grade; try to elaborate the answer by incorporating the concepts learned from class or textbook.

Instructions on how to finish part two would be given in a separate document.

The project should be typed, with line spacing and font size readable to normal human eyes.

**The project is due by 11:59 p.m. April 30<sup>th</sup>. Find the project questions and submission link under “Project” tab on Blackboard.**

### IN-CLASS PROJECTS (10%)

**Two in-class projects will be done throughout the semester; one on March 2<sup>nd</sup> while the other on April 13<sup>th</sup>.** Make sure you attend the class on those dates to avoid losing the points.

On the date of in-class project, questions will be distributed in the class. The questions in in-class project #1 will be on course contents from chapters 5 and 6 while in-class project #2 will be related to chapter 9.

3-4 people are expected to work in a group and turn in one copy of answers. The grade will be given based on the completeness and correctness of the answers. In-class project is 50 points each.

### TESTS AND EXAM (55%)

Tests are not cumulative **but the final exam is almost comprehensive.** Each test or exam include multiple-choice questions only with no partial credit. Please bring a scantron. **To help you prepare the exam better, you should make sure you understand the concepts within, at least, the PowerPoint slides, examples illustrated in the lecture, homework assignments, and Gleim assessment quiz.**

Tests and exams are closed-book and closed-note, and phone-or-other-electronic-devices-off.

No make-up exam will be given unless you have a serious documented illness or emergency.

As of now the tests and final exam are planned to be in-person and on paper. Any changes in exam format will be announced in class and communicated through Blackboard. In the event that tests/exam CANNOT be done in person and on paper due to the circumstance out of our control, tests/exam will be given **requiring Respondus Lockdown Browser.**

#### PARTICIPATION AND OTHERS (5%)

This part of points will be given based on several factors:

- Completeness of **chapter practice quiz;**
- **Class participation through polling/Kahooting or responding questions during class session;**
- Class attendance record;
- Overall improvement throughout the semester.

#### TECHNICAL REQUIREMENT

- A functional PC or laptop that can 1) run Zoom and Respondus LockDown Browser smoothly and 2) support MS Words document, MS EXCEL spreadsheet, and Adobe pdf
- Stable internet, if possible
- A functional scanner or phone to scan your work
- An electronic device to participate in Kahoot
- A pdf converter, supported by online software or scanner
- Access to google drive, google form, etc.

#### HOW TO ACCESS THE GLEIM ASSESSMENT QUIZ

From Gleim Exam Prep:

To obtain access to the Gleim Assessment Quiz and have your instructor track your progress, click the link below (if the link won't click for any reason, please try copying and pasting the address into a web browser) The link below is key! It tells us what class you're in so your instructor can monitor your progress. This product is not available on the Gleim website, so it is important you use this link, or you will not be able to access the quiz or receive credit for your work.

[https://www.gleim.com/?promoID=PLED-CSUEB-SPR\(23\)-ACCT-370](https://www.gleim.com/?promoID=PLED-CSUEB-SPR(23)-ACCT-370)

You will be taken to the Gleim website where you will proceed to the checkout to create your account or log into an existing account. You will then be taken to the checkout with the correct item listed at \$0. Complete the check out process following the on-screen instructions.

You can also purchase the 2023 CPA FAR book and Test Prep, available at a special student discount (\$115), using the following link. This will help you to study for the ACCT 370 assignments, provide you with extra exam question practice and help you prepare for the CPA FAR exam:

[https://www.gleim.com/?promoID=PLED-CSUEB-SPR\(23\)-ACCT-370-1](https://www.gleim.com/?promoID=PLED-CSUEB-SPR(23)-ACCT-370-1)

## CLASS SCHEDULE BY WEEK

| WK | Due Date | Date  | Class Session<br>(1:15-2:30)<br>(In-Person) | HW, SmartBook (SB), Gleim Quiz<br>and Project<br>(Gleim Quiz: Due by 12 noon)<br>(HW, SB & Pro: Due by 11:59 p.m.) | Test and Exam<br>(Test: 1:15-2:30 p.m.)<br>(Final Exam: 12:45-2:45 p.m.)<br>(Paper and In-Person) |
|----|----------|-------|---|--|---|
| 1  | 1/17     | Tues  | Syllabus                                    |  |   |
|    | 1/19     | Thurs | Chapter 1                                   |  |   |
| 2  | 1/24     | Tues  | Chapter 2                                   |  |   |
|    | 1/26     | Thurs |   |  |   |
|    | 1/27     | Fri   |   | Chapter 1 HW and SB<br>Chapter 2 HW and SB   |   |
| 3  | 1/31     | Tues  | Chapter 3                                   |  |   |
|    | 2/2      | Thurs |   |  |   |
| 4  | 2/7      | Tues  | Chapter 4                                   |  |   |
|    | 2/9      | Thurs |   |  |   |
|    | 2/10     | Fri   |   | Chapter 3 HW and SB  |   |
| 5  | 2/14     | Tues  | Chapter 4                                   |  |   |
|    | 2/16     | Thurs |   |  |   |
| 6  | 2/21     | Tues  |   |  |   |
|    | 2/23     | Thurs |   |  |   |
|    | 2/24     | Fri   |   | Chapter 4 HW and SB  |   |
| 7  | 2/28     | Tues  |   | Gleim Quiz (Chapters 1-4)  | Test #1 (Chapters 1-4)  |
|    | 3/2      | Thurs | Chapter 5<br>In-class Project #1            |  |   |
| 8  | 3/7      | Tues  | Chapter 5                                   |  |   |
|    | 3/9      | Thurs |   |  |   |
|    | 3/10     | Fri   |   | Chapter 5 HW and SB  |   |
| 9  | 3/14     | Tues  | Chapter 6                                   |  |   |
|    | 3/16     | Thurs |   |  |   |
|    | 3/17     | Fri   |   | Chapter 6 HW and SB  |   |
| 10 | 3/21     | Tues  | Chapter 7                                   |  |   |
|    | 3/23     | Thurs | Chapter 7/8                                 |  |   |
|    | 3/24     | Fri   |   | Chapter 7 HW and SB  |   |
|    | 3/28     | Tues  | <i>Spring Recess</i>                        |  |   |
|    | 3/30     | Thurs |   |  |   |
| 11 | 4/4      | Tues  | Chapter 8                                   |  |   |
|    | 4/6      | Thurs |   |  |   |
|    | 4/7      | Fri   |   | Chapter 8 HW and SB  |   |
| 12 | 4/11     | Tues  | Chapter 9                                   |  |   |
|    | 4/13     | Thurs | Chapter 9<br>In-class Project #2            |  |   |
|    | 4/14     | Fri   |   | Chapter 9 HW and SB  |   |
| 13 | 4/18     | Tues  | Review and Catch Up                         |  |   |
|    | 4/20     | Thurs |   | Gleim Quiz (Chapters 5-9)  | Test #2 (Chapters 5-9)  |
| 14 | 4/25     | Tues  | Chapter 14                                  |  |   |
|    | 4/27     | Thurs |   |  |   |
|    | 4/30     | Sun   |   | Individual Project   |   |
| 15 | 5/2      | Tues  | Chapter 14                                  |  |   |
|    | 5/4      | Thurs | Review and Catch Up                         |  |   |
|    | 5/5      | Fri   |   | Chapter 14 HW and SB   |   |
| 16 | 5/9      | Tues  |   | Gleim Quiz (Chapter 14)  | Final Exam<br>(Chapters 3-9, and 14)  |

## CLASS SCHEDULE BY CHAPTER

| Chap | Topic  | Covered on                  | HW (Connect)  | HW and SB Due Date | Gleim Quiz Due Date | Others              |
|------|--|-----------------------------|---|--------------------|---------------------|---------------------|
| 1    | Introduction to Accounting and Financial Reporting for Government and Not-for-Profit Entities          | 1/19                        | 1-19, 1-20, 1-21  | <b>1/27</b>        | <b>2/28</b>         |                     |
| 2    | Principles of Accounting and Financial Reporting for State and Local Governments                       | 1/24, 1/26                  | 2-16, 2-17, 2-19, 2-22  | <b>1/27</b>        | <b>2/28</b>         |                     |
| 3    | Governmental Operating Statement Accounts; Budgetary Accounting  | 1/31, 2/2, 2/7              | 3-16, 3-20, 3-24, 3-27  | <b>2/10</b>        | <b>2/28</b>         |                     |
| 4    | Accounting for Governmental Operating Activities--- Illustrative Transactions and Financial Statements | 2/9, 2/14, 2/16, 2/21, 2/23 | 2-20<br>4-17, 4-18 (1~7, 9~10),<br>4-20, 4-22, 4-23, 4-25, 4-26 | <b>2/24</b>        | <b>2/28</b>         |                     |
| 5    | Accounting for General Capital Assets and Capital Projects   | 3/2, 3/7, 3/9               | 5-17 (1~12)<br>5-18, 5-22, 5-26                                 | <b>3/10</b>        | <b>4/20</b>         | In-class project #1 |
| 6    | Accounting for General Long-Term Liabilities and Debt Service  | 3/14, 3/16                  | 6-18 (1~11, 13~14)<br>6-20, 6-21, 6-22, 6-24                    | <b>3/17</b>        | <b>4/20</b>         | In-class project #1 |
| 7    | Accounting for Business-type Activities of State and Local Governments                                 | 3/21, 3/23                  | 7-17, 7-18, 7-25 (a-c),<br>7-26, 7-27                           | <b>3/24</b>        | <b>4/20</b>         |                     |
| 8    | Accounting for Fiduciary Activities---Custodial and Trust Funds  | 3/23, 4/4, 4/6              | 8-17, 8-18, 8-19, 8-21,<br>8-26                                 | <b>4/7</b>         | <b>4/20</b>         |                     |
| 9    | Financial Reporting of State and Local Governments   | 4/11, 4/13                  | 9-17, 9-19, 9-21, 9-22, 9-23,<br>9-24                           | <b>4/14</b>        | <b>4/20</b>         | In-class project #2 |
| 14   | Accounting for Not-for-Profit Organizations  | 4/25, 4/27, 5/2, 5/4        | 14-15 (1~14), 14-16, 14-17,<br>14-21, 14-24 (a-c)               | <b>5/5</b>         | <b>5/9</b>          |                     |

\*The class schedule is subject to change during the semester. If there were any changes, I'll announce them in the class and post them on the Blackboard.

### IMPORTANT DATES

Jan 23 Last day to add classes without instructor/department permission  
 Jan 30 Last day to drop classes  
 April 14 Last day to withdraw from classes  
 May 22 Official grade available on MyCSUEB



## DISABILITY ACCOMODATIONS

If you have a documented disability and wish to discuss academic accommodations, or if you would need assistance in the event of an emergency evacuation, please contact me as soon as possible. Students with disabilities needing accommodation should speak with the Accessibility Services. <https://www.csueastbay.edu/accessibility/>

## PROFESSIONAL CONDUCT AND ACADEMIC HONESTY

By enrolling in this class the student agrees to uphold the standards of academic integrity described at <http://www20.csueastbay.edu/academic/academic-policies/academic-dishonesty.html>.

## EMERGENCY INFORMATION

California State University, East Bay is committed to being a safe and caring community. Your appropriate response in the event of an emergency can help save lives. Information on what to do in an emergency situation (earthquake, electrical outage, fire, extreme heat, severe storm, hazardous materials, terrorist attack) may be found at: <https://www.csueastbay.edu/riskmanagement/>

Please be familiar with these procedures. Information on this page is updated as required. Please review the information on a regular basis.

## DISCRIMINATION, HARASSMENT & RATALIATION

California State University East Bay is committed to a community free from sexual assault and violence. Title IX and CSU policy prohibit discrimination, harassment and retaliation, including Sex Discrimination, Sexual Harassment or Sexual Violence. CSUEB encourages anyone experiencing such behavior to report their concerns immediately. CSUEB has both *confidential* and *non-confidential* resources and reporting options available to you. **As a faculty member, I am required to report all incidents and thus cannot promise confidentiality.** I must provide our Title IX coordinator and or the DHR Administrator with relevant details such as the names of those involved in an incident. For confidential services, contact the **Confidential Advocate** at **510-885-3700** or go to the Student Health and Counseling Center. For 24-hour crisis services call the Bay Area Women Against Rape (BAWAR) hotline at 510-845-7273. For more information about policies and resources or reporting options, please visit the following websites: <https://www.csueastbay.edu/diversity/title-ix/>

## STANDARD FOR STUDENT CONDUCT

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end <http://www.csueastbay.edu/studentconduct/student-conduct.html>

## STUDENT SERVICES

To access student services offered at Cal State East Bay, click on the [MyCompass](#) icon to get you to your one-stop online student support hub for information on academic advising, tutoring, financial aid, the library, the health center, technology support, career counseling, campus life, equity programs, and more.

## GRADE APPEAL AND ACADEMIC GRIEVANCES

If you wish to appeal your course grade at the end of the semester or have other academic concerns related to a course, please visit the Grade Appeals and Academic Grievances (GAAG) website, which explains the process. URL for GAAG: <https://www.csueastbay.edu/aps/academic-services/academic-policies/grade-appeal.html>